Life Event (Family Status Change)
(Birth/Adoption)

https://cmil.mycmsc.com

Self Service

Path: HOME>SELF SERVICE>BENEFITS>LIFE EVENTS

1. **To initiate a life event click on Birth/Adoption.**

2. **Click on the yellow "Start" or "Continue" button to continue the Family Status Change.**

3. **Choose one of the following events (Birth or Adoption). Please review the information regarding the 30 day rule.**

4. **Click on the "Next" button.**

5. **Enter the date of birth.**

6. **Click on the "Submit" button.**

7. **Click on the line "Yes, I want to enter information about my new dependent(s) now.**

8. **Click on the "Add a dependent or beneficiary" section.**

9. **For each section enter the requested information (please select "yes" for student, for all dependents except spouse and domestic partner). Click "Save" after you completed the information.**

10. **Click "OK". This is your confirmation that the information was saved.**

11. **Click on "Return to enrollment dependent/beneficiary summary" (located at the bottom of the page).**

12. **Click on "Return to Life Events (birth/adoption)" (located at the bottom of the page).**

13. **Click on the line "Click here to continue with your life event".**

14. Click "Next", when told information was submitted.

15. Click "Next" on the Benefits Summary page.

16. Click "Next" on the Dependent and Beneficiary Coverage Summary.

17. Click "Next" on the W-4 Tax Information page

18. Click "Next" on the Direct Deposit page.

19. Click "Next" on the Voluntary Deductions page.

20. Click on "Yes, I'd like to prepare my benefit options now".

21. Click on the yellow button to "Prepare my benefit options".

22. Click on "Cancel".

23. Click here to continue with your life event.

24. Click on "Enroll in Benefits". DO NOT CLICK ON NEXT.

This will take you to the Benefits Enrollment Page.

25. Click on the "Select" button to the right of your event description
    - FAMILY STATUS CHANGE. *If not available, please contact Employee
    Benefits Division at (414) 286-2047.

26. Click on "EDIT" next to the benefit you are enrolling your dependent(s).

27. Scroll down to the bottom of the page and enroll all eligible dependents (click on the box next to their name).

28. When completed click on "Store".

29. Review your selections on the "Benefits Enrollment" page.

30. Click on "OK".

31. After enrolling your dependent(s), click on "SUBMIT".

Please do not hesitate to contact Employee Benefits at (414) 286-3184 if you have questions.